### Application Procedures: Carnegie Fellowship

**IMPORTANT DATES AND DEADLINES - Application Year 2018-19**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Date Due</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Schedule Consultation</strong> (see note)</td>
<td>October 2018</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Select and Confirm Two Recommenders</strong> Send instructions (see note)</td>
<td>November 2018</td>
<td></td>
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<tr>
<td>3</td>
<td><strong>Begin Drafting Short Essay</strong></td>
<td>November 2018</td>
<td></td>
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<tr>
<td>4</td>
<td><strong>Create/Update Résumé</strong></td>
<td>November 2018</td>
<td></td>
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<tr>
<td>5</td>
<td><strong>Receive and Complete Application Form from NS&amp;FP</strong></td>
<td>November 2018</td>
<td></td>
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<tr>
<td>6</td>
<td><strong>Begin Drafting Long Essay</strong></td>
<td>November 2018</td>
<td></td>
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<tr>
<td>7</td>
<td><strong>Request Outside Transcript(s): if applicable</strong> (see note)</td>
<td>November 2018</td>
<td></td>
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<tr>
<td>8</td>
<td><strong>Create Emory Internal Application in CollegeConnect and Register Recommenders</strong> Available by November 26, 2018</td>
<td>November 2018</td>
<td></td>
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<tr>
<td>9</td>
<td><strong>Revise Short and Long Essays</strong> Be prepared to allow time to write and receive feedback on multiple drafts from an NS&amp;FP advisor and your faculty advisor/mentor.</td>
<td>November - Early December 2018</td>
<td></td>
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<tr>
<td>10</td>
<td><strong>Follow up with Recommenders</strong></td>
<td>Early December 2018</td>
<td></td>
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<tr>
<td>11</td>
<td><strong>Internal Application Submission: Submit the Carnegie Scholarship Application, short and long essays, resume, and Consent Form via CollegeConnect</strong> (see note)</td>
<td>4:00 PM December 7, 2018</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td><strong>Nomination Decision Letters distributed</strong> (via email)</td>
<td>December 21, 2018</td>
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**IF NOMINATED**

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<tr>
<th>Step</th>
<th>Description</th>
<th>Date Due</th>
<th>Complete</th>
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<tbody>
<tr>
<td>13</td>
<td><strong>Follow-up Appointment(s) and Application Revisions</strong></td>
<td>January 2-11, 2019</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td><strong>Final Version of Short and Long Essays Due</strong> send to <a href="mailto:rue.nationalawards@emory.edu">rue.nationalawards@emory.edu</a></td>
<td>4:00 PM January 11, 2019</td>
<td></td>
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<tr>
<td>15</td>
<td><strong>Final Application Deadline: Resubmit final versions of all components of your application</strong> send to <a href="mailto:rue.nationalawards@emory.edu">rue.nationalawards@emory.edu</a></td>
<td>4:00 PM January 14, 2019</td>
<td></td>
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<tr>
<td>16</td>
<td><strong>External Due Date: Application submitted by NS&amp;FP</strong></td>
<td>January 15, 2019</td>
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**Next Steps:** Emory may nominate two candidates. There is no campus interview. Nominees’ applications from participating universities are reviewed by program Fellows at the Carnegie Endowment; finalists are invited for personal interviews in the spring. Selection decisions will be made no later than March 31, 2019.
NOTES

Consultation (Step 1)

Make contact with the National Scholarships and Fellowships program to discuss your eligibility and application competitiveness, career aspirations, research experience, and your recommender selection.

Recommenders (Steps 2, 8 and 10)

In consultation with a NS&FP advisor, determine your two recommenders. Additional advice on selecting and contacting recommenders is available on NS&FP’s Canvas course, “National Scholarships & Fellowships Resources” in the “Carnegie” section. Contact these recommenders to confirm they are willing to provide references. One you have created an application in CollegeConnect, register your recommenders there.

Instructions for recommenders:

- Letters should address the applicant’s research experience, analytical ability, and communication skills. If possible, comment on the applicant’s coursework, preparation, and general knowledge related to the specific project of the Carnegie Endowment to which he or she is applying.
- For more information, visit the Carnegie Endowment’s website: https://carnegieendowment.org/about/jr-fellows/
- Electronic submission of letters is preferred. The applicant will register you in the CollegeConnect online application to request your letter. Please look for an email request from the Office for Undergraduate Education at hello@collegeconnectmail.emory.edu and follow the included link to upload your letter of recommendation (signed and on letterhead) as a PDF.
- Recommendations should be submitted no later than 4:00pm December 6, 2018.

No later than two weeks before letters are due, provide your recommenders with a late-stage draft of your short and long essays.

If one of your recommenders is not able to meet the December 6 due date, please contact our office as soon as possible.

Short Essay (Steps 3 and 9)

The short essay is one page, double-spaced, addressing why you want to become a Junior Fellow. Advice on preparing the Short Essay is available on NS&FP’s Canvas course.

Be prepared to allow ample time to write and receive feedback on multiple drafts before the internal submission deadline.
Résumé (Step 4)

Use a CV format, rather than a job-seeking résumé format. As well as your school background, concentrate on listing things that relate directly to the Fellowship (i.e. Study Abroad, Internships etc.). Advice on preparing your résumé and sample résumés are available on NS&FP’s Canvas course.

We would be happy to look at your résumé before the internal submission deadline. The Career Center also offers assistance with résumés and CVs.

Application Form (Step 5)

The application form is not available online, but is released to campus representatives in early to mid-October. We will forward complete application materials to all students who have expressed interest in the award. This packet includes: application procedures and program-specific essay questions, application form, FAQs, and a bulletin outlining specific skill requirements.

Complete the one page application form. Be sure to indicate the Carnegie program that interests you. The form may be handwritten.

Long Essay (Steps 6 and 9)

The long essay is the most critical part of the application, the component on which selection decisions are based. It is a thought piece, “op-ed like”; you must have an informed opinion and be able to defend it. Advice on preparing the Long Essay is available on NS&FP’s Canvas course.

The essay should be 3 pages, double-spaced. According to the Carnegie Application Procedures:

> The topics are intended to test skills in analysis, logic, and written expression. The essays should be thought pieces, not research papers. Students should submit an essay related to their primary research program interests, although the Carnegie Endowment may ultimately select an applicant for a program outside of his/her designated primary interest or make an assignment of more than one program.

> Applicants must respond to the question pertaining to the program to which they are applying.

We strongly encourage you to work with someone in your field on this essay. A NS&FP advisor can give you feedback addressing rhetorical strength and copy-editing issues, but for content related feedback, seek out a mentor in the subject area. The best strategy is to work with both a NS&FP advisor and a professor from a field related to your topic.
Be prepared to allow ample time to write and receive feedback on multiple drafts before the internal submission deadline.

**Outside Transcripts (Step 7)**

If you have attended another college or university to take courses for credit (not including Emory sponsored study abroad), order an official electronic version (or hard copy) of your transcript from that school. We require a transcript from other schools only IF the course names and grades are NOT listed individually on your Emory transcript. Have an official electronic copy sent to oue.nationalawards@emory.edu by December 6, 2018.

**Create Emory Internal Application in CollegeConnect (Step 8)**

Log in and begin an application in CollegeConnect (https://collegeconnect.emory.edu/apply/). This application will be available by November 26, 2018.

**Internal Application Submission (Step 11)**

By 4:00 PM on December 6, 2018, complete the application, including the Short and Long Essays and Resume. Send the application as a PDF, plus your Checklist and Consent form PDF, as email attachments to oue.nationalawards@emory.edu.

Ensure that your recommenders submit their letters by December 6, 2018 as well. You can check the status of your recommendations in CollegeConnect.

**Nomination Decision Letter (Step 12)**

Nomination decision letters will be distributed by December 21, 2018.

**IF NOMINATED**

**Follow-up Appointment(s) and Revisions (Step 13)**

If you are selected as a nominee, a NS&FP advisor will contact you to make an appointment for committee feedback and revisions.

**Final Version of Short and Long Essays Due (Step 14)**

By 4:00 PM January 11, 2019, make all revisions to your application, requesting additional feedback from NS&FP advisors and your faculty mentor as needed. Get final application approval.

**Final Application Submission (Step 15)**

By 4:00PM January 14, 2019, resubmit final versions of all components of your application by email. Send to oue.nationalawards@emory.edu.